

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

July 24, 2000

**SUBJECT: VERBAL NOTICE BY PEACE OFFICER, DEPARTMENT OF MOTOR VEHICLE (DMV) OR COURT EMPLOYEE, DMV FORM DL310 - REVISED**

**PURPOSE:** The Department of Motor Vehicles (DMV) has been experiencing lengthy delays in receiving the Verbal Notice By Peace Officer, DMV, or Court Employee, DMV Form DL310. Unfortunately, these delays often prevent a DMV administrative hearing from occurring or unnecessarily cause the premature reinstatement of a California driver license. This Order revises the procedure for the distribution of the Verbal Notice by Peace Officer, DMV, or Court Employee, DMV Form DL310.

**PROCEDURE:**

**I. OFFICER RESPONSIBILITY.** When an officer becomes aware that an individual is in possession of a suspended or revoked driver's license, the officer shall:

- \* Confiscate the driver's license pursuant to California Vehicle Code Section 4460;
- \* Advise the individual of the reason for the license confiscation;
- \* Complete a Verbal Notice by Peace Officer, DMV or Court Employee, DMV Form DL310;
- \* Provide the pink copy to the driver;
- \* Mail the original (white) copy of the DMV Form DL310, the DMV driver's history printout and the associated driver license directly to the DMV address listed on the DMV Form DL310; and,
- \* Attach the canary (yellow) copy to the Daily Field Activity Report.

**II. SUPERVISOR'S RESPONSIBILITY.** Supervisors shall, after review, ensure that confiscated suspended or revoked driver's licenses are forwarded directly to the DMV. The licenses shall be forwarded with:

- \* Completed DMV Form DL310;
- \* DMV driver's history printout; and,
- \* Copy of the citation, if any.

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**AMENDMENT:** This Order revises sections 4/322.12 and 2/631.30 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Uniformed Support Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

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